



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

5/4/2015

Kelsey Akers
163 S Westminister St
Iowa City IA 52245

Dear Kelsey,

This letter is in regards to the compliance check of your Level A, Registered Child Development Home completed on 4/28/15. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

You need the required emergency numbers for police, fire, ambulance and poison control. Need numbers posted in your home, also now need numbers for all in your vehicle if you travel off grounds.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

You have a cell phone, and stated you have your children's emergency numbers in your phone, and also has them posted in the home. Need to also have them written for when travel. Suggest you put in the first aid kit or diaper bag for when traveling with the children.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

You had medications, poisonous, toxic or otherwise unsafe materials within access of children. These need to be in a location with secured access from children. Best practice is all medications and poisonous, toxic or otherwise unsafe materials be locked away from children.

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children. **The guidebook on page 51-52 addresses the items that should be in your first aid kits.**

You need gloves for the travel kit.

☐ 110.5(1)f Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters.

Fire marshal states there should be a 3 ft clearance from all gas pilot lights. You need to move stuff away from the items with pilot lights (furnace and water heater).

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. **Need to do drills and document monthly. You said you are doing them most of the time and documenting some of the time.**

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov. **Need on the following doors: back door and in car. Suggest you contact CCRR and ask for their window clings.**

☐ 110.5(1)p Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician. **Item “p” addresses the need to place a child under the age of 1 on their back when you lay them down to nap. If they roll over you do not have to reposition them but they must start on their back. This also means if they fall asleep in a device not intended for sleep that does not keep them flat on their back such as a swing or car seat; they should be removed and placed on their back in an approved sleep device for their sleep time. They also should not have items in the bed with them. The only way you can not start a child on their back sleeping in an approved sleep device is if there is a doctor order.** – You state you sleep children under age 1 in pack and plays and a bassinet and you always starts the children on their back. You did have a baby sleeping in a car seat and swing during my visit. You did move the child once directed about the car seat, but then later the baby fell asleep in the swing and the you had to again be directed to move the child to an approved sleep system.

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. **Needed annual pet records and needs to be on the new form, 470-5153, which I left a copy of for your use. You said you have the vet records at your mother’s home as she has been assisting with paperwork together for taxes, but needs on the new form**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician’s signed **statement of health and immunization status** on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years. **Need now every 3 years and on the new form which I left a copy for your use. Need on the new form for yourself and an update for your roommate if he is ever present during child care hours.**

110.5(2)b Certificates or training verification documentation for:

110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.) **This paperwork is also at your mother’s home. Need to locate your training certificates and keep them at your home. If they have expired you will need to retake the training.**

I am including the web site to obtain the mandatory reporter training for free. This web site is sponsored by the Iowa Department of Public Health. If there are any problems with using it or obtaining a certificate you will need to call the number on the web site.

WHO: This training is designed for child care providers

WHAT: Mandatory Child Abuse Reporter Training for Child Care Providers

WHERE: On-Line, start at this link <http://dhs.training-source.org> You must register by entering your provider number

WHEN: Any time day or night, this is a self-study course. Your certificate will be made available for you to print upon successful completion of the course. I believe it takes 2 – 3 weeks to obtain the link to print the certificate after you successfully complete the course.

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

This paperwork is also at your mother's home. You need to locate your training certificates and keep them at your home. If they have expired you will need to retake the training. For assistance in finding training call CCRR at 866-324-3236 x 1410

110.5(8) Children's Files

110.5(8) An individual file is maintained for each child and **updated annually or when there are changes**. Each file contains: **The children's files must be updated annually with the emergency medical authorization completed yearly. If the parent wants to review, edit and re-sign and date the intake and emergency medical authorization instead of completing a new form that is ok. I suggest you pick a date, such as the first of the year, beginning of school, your birthday or anniversary, Valentine's Day, etc. On that date I suggest you double check for a current physical form and immunizations (if there were any updates) and have the parents redo or re-sign the emergency medical and intake information.**

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number. **Need for: 2 babies need the forms and 3 need annual updates.**

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency. **Need for: 2 babies need the forms and 3 need annual updates.**

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. **Need for: 2 babies need the forms and 3 need annual updates.**

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. **Need for: NI and the 2 babies.**

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. **Need for: AR and the older MG.**

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child. **Need for: 2 babies need the forms and 3 need annual updates.**

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. **Need for: 2 babies and NL.**

☐ 110.5(9) The provider meets the following requirements:

☐ 110.5(9)d Is present at all times, except if emergencies occur or an absence is planned. **You stated you did not have a substitute provider- you close if you need to be gone, but then you said one day, while you picked up kids from school, a friend (who use to be your sub) cared for the children for a short period of time. You said you will again have this person approved as a sub and maintain her required documentation records.**

☐ 110.5(9)d If absence is planned, care is provided by a DHS-approved substitute. **You stated you did not have a substitute provider- you close if you need to be gone, but then you said one day, while you picked up kids from school, a friend (who use to be your sub) cared for the children for a short period of time. You said you will again have this person approved as a sub and maintain her required documentation records.**

☐ 110.5(9)d If absence is planned, the parents are given at least 24 hours prior notice. **You stated you did not have a substitute provider- you close if you need to be gone, but then you said one day, while you picked up kids from school, a friend (who use to be your sub) cared for the children for a short period of time. You said you will again have this person approved as a sub and make sure you give 24 hour notice before you use her unless it is an emergency.**

☐ 110.5(10) Substitutes

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute. **You stated you did not have a substitute provider- you close if you need to be gone, but then you said one day, while you picked up kids from school, a friend (who use to be your sub) cared for the children for a short period of time. You said you will again have this person approved as a sub and maintain her required documentation records. If a substitute is used you need to maintain written documentation.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: 45 days of receipt.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319-892-6826 if you have any questions regarding this letter.

Sincerely,

Lisa Wesbrook
Social Worker II

Irene Holzwarth
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 866-324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).